



## STUDENT CAREER EXPERIENCE PROGRAM

### OFFICE OF ENFORCEMENT AND COMPLIANCE ASSURANCE PROGRAM ANALYST TRAINEE

The Student Career Experience Program at EPA's Office of Enforcement and Compliance Assurance (OECA) provides students with paid part-time, semester-length, seasonal, or summer trainee employment leading to non-competitive appointment to the target position upon successful completion of at least 640 hours of on-the-job training and receipt of their degree.

#### ***About the Office of Enforcement and Compliance Assurance:***

OECA enforces US environmental laws while inspiring the regulated community to pursue pollution prevention. OECA components participating in SCEP include the Office of Criminal Enforcement, Forensics, and Training (OCEFT), the Office of Site Remediation Enforcement (OSRE), the Office of Compliance (OC), the Office of Civil Enforcement (OCE), the Office of Federal Activities (OFA), the Federal Facilities Enforcement Office (FFEO), the Office of Planning, Policy Analysis, and Communications (OPPAC), and the Administrative and Resource Management Staff (ARMSS).

**Program Analyst trainees** are located in several OECA offices, including OCEFT, OSRE, OC, ARMSS, OCE, and FFEO. Program Analysts are professionals with strong writing and analytical skills whose widely varied work can include analysis of environmental enforcement programs and initiatives, enforcement targeting and data analysis, administrative and resource management, and designing and conducting enforcement training programs. Positions are located in Washington, DC. **All majors are welcome to apply.**

#### **Specific Job Information:**

**Locations:** Washington, DC

**Salary:** Federal Government GS-4 (\$12.68/hr-DC -- undergraduate)  
OR GS-7 (\$17.57/hr-DC -- master's candidate)

**Schedule:** **Flexible, depending on student's needs. Positions are available at any time during the year.**

#### **Position Benefits:**

- Benefits include annual and sick leave, health insurance, and retirement.
- Work schedules are flexible to accommodate academic needs
- Students gain on-the-job training and experience and preview a career choice

- Upon graduation and successful completion of the work requirement, students gain non-competitive eligibility for appointment to the Federal service in the target position.

**Qualifications Required:**

- U.S. Citizen
- Enrolled at least half-time in a degree-granting program at an accredited college or university
- At least a 2.95 GPA on a 4.0 scale
- Recommended by university faculty
- Basic background investigation

**How to Apply:** Provide resume, cover letter, current official transcript, recommendation, and writing sample to:

**Roberta Miller, OECA SCEP Coordinator**  
MC-2231A  
1200 Pennsylvania Ave., NW  
Washington, DC 20460  
(202) 564-4116  
(202) 501-0540 (fax)  
[miller.Roberta@epa.gov](mailto:miller.Roberta@epa.gov)